

State of Hawaii
Department of Human Services
Office of Youth Services

Addendum 1

April 24, 2014

To

Request for Proposals

RFP No. HMS 501-14-02

**RFP Title: Safe House Group Home
for Males**

Date Issued: April 24, 2014

April 24, 2014

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

RFP Title: SAFE HOUSE GROUP HOME FOR MALES

RFP No. HMS 501-14-02

The Department of Human Services, Office of Youth Services is issuing this addendum to RFP No. HMS 501-14-0, "Safe House Group Home for Males" for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of April 11, 2014 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☒ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☒ is not amended.
- ☐ for Final Revised Proposals is <new date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☒ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

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RFP HMS 501-14-02

“Safe House Group Home for Males”

QUESTIONS AND ANSWERS

The following are responses to the written questions submitted either at the RFP Orientation Session or received in writing by April 17, 2014, as specified in Section 1 of the RFP.

- Q1. Regarding Trauma Informed Care, how will it be incorporated?
- A. **It will be up to the applicant on how they plan to address and incorporate Trauma Informed Care into the delivery of service activities.**
- Q2. The staffing ratio is 1:4, is this ratio the standard for serving up to twelve (12) youth thus increasing the number of staff on duty from two to three, especially during the night shift?
- A. **The staff ratio will not apply to the overnight shift which shall require a minimum of two (2) staff on duty at all times.**
- Q3. Since the group home facility is being provided by the state, is there anything else that we need to describe about the facility?
- A. **Applicants can provide a description of the facility and address whether or not the facility is ADA compliant.**
- Q4. Can you clarify ‘lower-risk youth’ and how will it affect eligibility and program acceptance into the program?
- A. **The term “lower-risk youth” refers to youth who have been assessed to have a lower risk of re-offending and could benefit from participating in a community-based residential program. The applicant shall collaborate with the OYS and Family Court regarding the assessment tool and eligibility requirements in place to assist the applicant in determining the appropriate placement of a youth in the Safe House Group Home.**

RFP No. HMS 501-14-02, “Safe House Group Home for Males” is amended as follows:

<u>Subsection</u>	<u>Page</u>
Section 1, Administrative Overview No Changes	
Section 2, Service Specifications	
	p. 2A-16 This section is amended to read: 24) <u>Staffing Ratio.</u> The applicant should have a staff ratio of 1:4. The exception is during the night shift when it is required to have a minimum of two (2) staff members on duty at all times.
	p. 2B-17 This section is amended to read: 24) <u>Staffing Ratio.</u> The applicant should have a staff ratio of 1:4. The exception is during the night shift when it is required to have a minimum of two (2) staff members on duty at all times.
Section 3, Proposal Application Instructions No Changes	
Section 4, Proposal Evaluation No Changes	
Section 5, Attachments No Changes	